



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Chris Jobe

Applicant Title: Lawrence County Clerk

Office Address: 122 S. Main St.
Louisa, KY 41230

Phone Number: (606) 638-4108

Email Address: chris.job@ky.gov

Federal ID Number: 61-138473

Part B: Project Summary

Total Funds Requested: \$ 14,059.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

Documents chosen for micro-filming include permanent land records dating from 2000-2018,
Marriage records dating from 2014-2016, Fiscal Court records dating from 2008-2018, and General
Indexes and Veteran's Discharge books dating from 1822-2018. These books represent a range of records
historically significant to the county. We are required to maintain a secure microfilm at the Department for Libraries
and Archives. This project gets some records current and also goes back to get past records up to date.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Software Management LLC
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299
Vendor Phone and Email: (502) 418-1688 gzeigler@smllc.us

Purpose: Security Microfilming ☒ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Deed, Mortgage, Fiscal Court, Marriage, Will, Lease, County Order & General Index Books.	1822-2018	See attachment	\$3,430
(For specific book titles/numbers & series see attachment)			
Diazo Cost for <u>20</u> Copies			\$480
Quality Control (Add 12.5% of the microfilming cost)			\$429
Total Cost			\$4,339.00

Section 2

Vendor Name: Software Management LLC
Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299
Vendor Phone and Email: (502) 418-1688 gzeigler@smllc.us

Purpose: Security Microfilming ☒ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
County Court Order & Veteran's Discharge, General Indexes for Wills, Marriages, Leases, etc.	1822-2016	See attachment	\$8,256
(For specific book titles, numbers and series, see attachment)			
Diazo Cost for <u>18</u> Copies			\$432
Quality Control (Add 12.5% of the microfilming cost)			\$1,032
Total Cost			\$9,720.00

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The office of the County Clerk is committed to a comprehensive records management program. We work closely with our Regional Administrator, Jack Arnold, on records management activities and in the development of local records grant applications. We use the Local Government General Records Schedule and other appropriate agency specific retention schedules to determine records retention and disposition. We have a designated records officer.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will result in the preservation and increased access to 124 record books stored in our office.
Some of these books are in poor condition and are deteriorated over time as they are handled
by staff and the public.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification



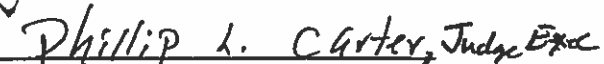
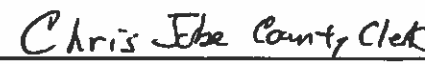


Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

 _____ Authorized Local Government Official	 _____ Official Custodian of Records
 _____ Typed or Printed Name and Title	 _____ Typed or Printed Name and Title
 _____ 4-8-19 Date	 _____ 4-8-19 Date



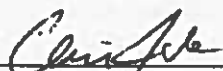
CHRIS JOBE
Lawrence County Clerk
122 S. MAIN CROSS ST.
LOUISA, KENTUCKY 41230
(606) 638-4108

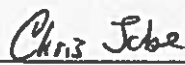
INVITATION FOR BID PROPOSAL

The Office of the Lawrence County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions: Attachment A

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 15, 2019 to be considered.


Signature/Title


Printed Name

2-25-19
Date

Attachment A
Lawrence County Clerk

February 25, 2019

Security Microfilm Specifications:

Section I

Microfilm in 16mm using polyester-based film, in comic mode according to blipping instructions in memo dated October 8, 1990 the following:

- 20 Deed Books #325-344 (2016-2019) – L1317
- 60 Mortgage Books #131-167 (2000-2003), #282-304 (2015-2019) – L1344
- 5 Fiscal Court Order Books #21-22 (2008-2011), #26-28 (2014-2018) – L1218 *with indexes
- 1 Marriage Books #101 (2014-2016) – L1234
- 2 Will Books #27-28 (2015-2016) – L1315
- 4 Mineral Lease Books #118-121 (2016-2018) – L1340
- 1 County Court Order Book #54 (2016) – L1503
- 1 General Index to Recorded Instruments A-Z or Grantor/Grantee (1822-2018) – L1318 (System index)
 - *Note: Bids must include cost for Diazo copies for all film*

Section II

Microfilm in 35mm using polyester-based film, in comic mode according to blipping instructions in memo dated October 8, 1990 the following:

- 1 County Court Order Book #4 (1934-1936) – L1503
- 1 General Cross Index to Mineral Leases #6 (1983-1994) – L1342
- 1 General Cross Index to Mortgages #6 (1983-1995) – L1345
- 10 General Index to Recorded Instruments (*Instrument Lodged For Record*) #1-10 (1962-2016) – L1318
- 3 General Cross Index to Marriages A-C, D-L & M-Z (1822-2000) – L1236
- 1 General Index to Wills (Index for books 1-15) – L1316
- 8 Veteran's Discharge Book #1-7 (1918-2016) – L1509
- 1 Veteran's Discharge Book (Spanish-American) (1866-1963) – L1509 *partial book*
- 1 Veteran's Discharge Book (Navy N-4) (1945-1961) – L1509
- 1 Veteran's Discharge Book (Persons Liable Under Military Laws) (1870-1875) – L1509
- 1 Veteran's Discharge Book (Lawrence County, KY In World War) (1917-1919) – L1509
- 1 General Index to Veteran's Discharges (1918-2016) (Indexes books 1-7 & N-4) – L1567
 - *Note: Bids must include cost for Diazo copies for all film*

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by March 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

Chris Jobe
Lawrence County Clerk
122 South Main Cross Street
Louisa, KY 41230
Phone: (606) 638-4108
Email: chris.jobe@ky.gov

Thank you



**LAWRENCE COUNTY CLERK'S OFFICE
PROPOSAL TO CREATE
16MM & 35 MM MICROFILM FOR VARIOUS
LAND RECORDS**

This proposal includes the work product and consulting services of Software Management LLC/US Imaging. It may not be used or disclosed outside the Lawrence County Clerk's Office, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the Lawrence County Clerk's Office may result in billing for these services. This restriction does not limit the Lawrence County Clerk's Office right to use information contained herein if it is obtained from another source without restriction.

Software Management/US Imaging, Inc. is pleased to present this proposal to create Microfilm from Digital Images for Lawrence County. Our team will provide Lawrence County with the highest possible quality and accuracy. We thoroughly understand the Counties media, system and requirements.

SECTION I: CREATING 16MM MICROFILM FROM DIGITAL IMAGES

Description	Images	Film	Rolls
L1317 - Deed Books #325-344	15,025	100'	6
L1344 - Mortgage Books #131-167, #282-304	45,400	215'	8
L1218 - Fiscal Court Order Books #21-22, #26-28	3,750	100'	2
L1234 - Marriage Book #101	750	100'	1
L1315 - Will Books #27-28	1,500	100'	1
L1340 - Mineral Lease Books #118-121	3,010	100'	2
L1503 - County Court Order Book #54	750	100'	1
L1318 - General Index to Recorded Instruments	18,750	100'	7
Total Images	88,935		

43,535 images @ \$0.040 per image	= \$1,741.40
20 rolls @ \$24.00 per Diazo roll	= \$ 480.00
45,400 images @ \$0.035 per image	= \$ 1,589.00
2 Shipments @ 50.00 per	= \$ 100.00

Total Cost for Section I = \$3,910.40

SECTION II: CREATING 35MM MICROFILM FOR THE FOLLOWING:

Description	Images	Film	Rolls
L1503 - County Court Order Book #4	544	100'	1
L1342 - General Cross Index to Mineral Lease Bks #6	750	100'	1
L1345 - General Cross Index to Mortgages #6	750	100'	1
L1318 - General Index to Recorded Instruments Bks #1-10	6,406	100'	5
L1236 - General Cross Index to Marriages A-C, D-L & M-Z	1,050	100'	1
L1316 - General Index to Wills (Index for Books #1-15)	118	100'	1
L1509 - Veteran's Discharge Book #1-7	3,626	100'	3
L1509 - Veteran's Discharge Spanish American	63	100'	1
L1509 - Veteran's Discharge Navy N-4	355	100'	1
L1509 - Veteran's Discharge Persons Liable Under Military Laws	175	100'	1
L1509 - Veteran's Discharge Lawrence County in World War	1,000	100'	1
L1567 - General Index to Veteran's Discharge Index s #1-7, N-4	102	100'	1

Total Images Section II – 14,939

Cost to Scan 14,939 images	= \$5,366.61
Cost to Microfilm 14,939 images	= \$2,789.02
18 rolls @ \$24.00 per roll Diazo copy	= \$ 432.00
Shipping	= \$ 100.00

Total Cost Section II = \$8,687.63

ACCEPTED BY:
Authorized Representative for
Lawrence County, Kentucky

AUTHORIZED SIGNATURE

Honorable Chris Jobe
PRINT NAME

Lawrence County Clerk
TITLE

DATE: _____

If accepted, sign the enclosed unbound copy and return via US Mail or fax ☎ to (502) 266-9447 to:
Software Management, LLC
2011 Cobalt Drive
Louisville, KY 40299

NOTE: Retain this copy in your files for audit purposes

Use or disclosure of data contained herein is restricted in accordance with the provisions contained on the title page of this document. Pricing valid for acceptance through April 30, 2019 based upon component availability.



March 15, 2019

Hon. Chris Jobe, County Clerk
Lawrence County Clerk's Office
122 South Main Cross Street
Louisa, KY 41230

Dear Chris:

I appreciate the opportunity to earn your business. DRMS, Inc., is proud to serve county clerks and other public officials across the Commonwealth, and we have served them for nearly 17 years. We produce high quality products created by a staff of professionals who understand the importance of the records created and received in a county clerk's office. DRMS has completed dozens of KDLA grant projects and is certified by that agency to create security microfilm.

I've attached DRMS's proposal to create digital images and security microfilm of vital, permanent records in your office. If you have any questions, don't hesitate to contact me.

Sincerely,

Trace Kirkwood, Marketing Mgr.
DRMS, Inc.
270-519-9293
trace.kirkwood@drmsusa.com

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



March 15, 2019

A PROPOSAL TO DIGITIZE AND SECURITY MICROFILM RECORDS IN THE LAWRENCE COUNTY CLERK'S OFFICE

SECTION I

Convert the following digitized records to security microfilm following the Kentucky Department for Libraries and Archives (KDLA) Guidelines:

20	Deed Books, #325-344 (2016-2019) L1317	\$ 906.00
60	Mortgage Books, #131-167 (2000-2003), #282-304 (2015-2019) L1344	\$ 2,718.00
5	Fiscal Court Order Books, #21-22 (2008-2011), #26-28 (2014-2018) L1218	\$ 230.00
1	Marriage Book, #101 (2014-2016) L1234	\$ 100.00
2	Will Books, #27-28 (2015-2016) L1315	\$ 200.00
4	Mineral Lease Books, #118-121 (2016-2018) L1340	\$ 200.00
1	County Court Order Book, #54 (2016) L1503	\$ 100.00
1	General Index to Recorded Instruments, A-Z Grantor/Grantee	\$ 5,000.00
	Download Cost of Images	\$ 2,500.00
	Film cost for 17 rolls of 16mm X 110' security microfilm	\$ 510.00
	Preparing and writing 17 rolls of 16mm X 110' microfilm	\$ 1,352.00
	Developing 17 rolls of security microfilm	\$ 425.00
	Film cost for 9 rolls of 16mm X 215' security microfilm	\$ 324.00
	Preparing and writing 9 rolls of 215' security microfilm	\$ 1,074.00

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



DRMS, Inc., Proposal: Section I continued:

Developing 215' security microfilm	\$ 225.00
Preparation of Digital Images for filming	\$ 1,000.00
34 Rolls of Diazo Microfilm for	\$ 1,700.00
Total Cost for Section I	\$18,384.00

SECTION II

Digitize and convert images to 35mm security microfilm following the KDLA Guidelines in the Lawrence County Clerk's Office, Louisa, Kentucky:

1	County Court Order Book, #4 (1934-1936) L1503	\$ 975.00
1	General Cross Index to Mineral Leases, #6 (1983-1994) L1342	\$ 1,125.00
1	General Cross Index to Mortgages, #6 (1983-1985) L1345	\$ 750.00
10	General Index to Recorded Instruments, #1-10 (1962-2016) L1318	\$ 8,000.00
3	General Cross Index to Marriages, A-C, D-L, and M-Z (1822-2000) L1236	\$ 1,400.00
1	General Index to Wills (Index to Books #1-15) L1316	\$ 375.00
8	Veterans' Discharge Books, #1-7 (1918-2016) L1509	\$ 5,390.00
1	Veterans' Discharge Book (Spanish American War) (1866-1963) L1509	\$ 100.00
1	Veterans' Discharge Book (Navy N-4) (1945-1961) L1509	\$ 533.00
1	Veterans' Discharge Book (Person Liable Under Military Laws) (1870-1875) L1509	\$ 438.00

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



DRMS, Inc., Proposal: Section II continued:

26 Rolls of 35mm X 131' security microfilm	\$ 936.00
Preparing and processing security microfilm	\$ 2,067.00
Developing security microfilm	\$ 650.00
52 Rolls of Diazo film	\$ 2,600.00
Professional On-Site Staff service	\$ 4,684.00
On-site preparation of records for scanning	\$ 3,290.00
Total Cost for Section II	\$33,313.00

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



Business Information Systems

March 13th, 2019

Lawrence County Clerk's Office
122 S. Main Cross St.
Louisa, KY 41230

To Whom It May Concern:

Thank you so much for the opportunity to bid on the Section I and II for microfilming for the Kentucky Local Records Program grant. We appreciate your business and are pleased that you considered us for this important project. **Unfortunately we are unable to submit a bid at the current time.**

We are very interested in future business opportunities with your organization. Please keep us informed of future projects for which our business solutions are suited. Feel free to contact us should you have any questions or comments.

Kind Regards,

Jeremy Dulgar
Solutions Consultant
Business Information Systems
P: (423) 534-6929
E-mail: jeremy.dulgar@bisonline.com